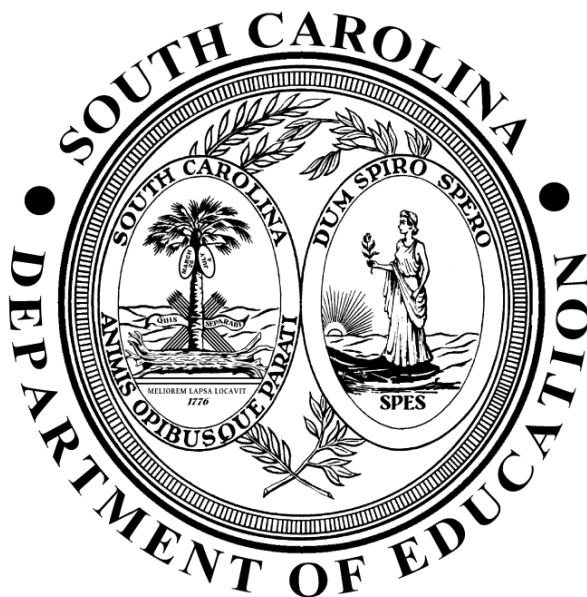# STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

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SC School & Program Setup Guide for PowerSchool

Office of Research and Data Analysis

Version 6.2

Contents

Version Changes

- Added Appendix C: Middle/High Summer School

Version 4.0
- Added Appendix D: Academic Recovery Camp
- All references to dates are clarified for current/upcoming school terms.
- Added section for EFA/EIA Membership Coding

Version 4.1
- Added additional Program Specifics to appendices.
- Correction to StatePrid field for school number.

Version 5.0
- Converted to SC School Setup Guide and moved references to Summer Schools/Programs to Appendix
- Relabeled Appendices

Version 6.0
- Removed E: Middle/High Summer School
- Added new Appendix G: Summer School Program ID Numbers

Version 6.1
- Added Stored Grade Procedure for Summer School to Appendix A
- Updated CERDEP Activity Code Use effective 2021-2022
  - 17510000 for scheduling CERDEP students into section/class
  - Do not use 17520000,1751SS00, 1751ES00, 17530000, 17540000

Version 6.2
- New Terms setup procedure for school districts having modified calendars (i.e., year-round school), found in the "Creating a Summer School Session (Years & Terms)" section under "Important Note."; language changes throughout; section re-ordering

Introduction

This guide is intended to be a school/program setup manual for district-level PowerSchool administrators. Originally written as a remote/summer school setup guide, version 5.0 has converted this guide for schools with any type of school year calendar, including year-round schools and summer schools.

Districts may choose to have schools or programs set up in PowerSchool. This document does not distinguish between schools and programs. For purposes of this document the terms 'school' and 'program' may be used interchangeably. Guidance on the difference between a school and a program should be directed to the South Carolina Department of Education (SCDE), Office of Federal and State Accountability.

Dates should reflect future school terms.

Dates in this document reference the previous school years. As districts use this document to create future schools/years and terms, users should follow appropriate dates aligned with new school year terms.

Creating and Setting Up a School/Program

Points to Consider

Before setting up the school, discuss with the district administration for each school the details for the program to be implemented. Verify the following information:

1. Which students will attend and enroll in the school/program?

2. Which teachers will serve which students?

3. Who will serve as the principal administrator or principal for the school?

4. What are the start and end dates?

5. What are the start and end times each day?

6. Which days should be in-session days counting towards membership?

7. Where are the programs physically located? How will you code for sections based on locations across the district?

8. Do teachers/site administrators know to take attendance and mark absences and tardiness? Which absence codes will need to be used for specific programs?

9. Has the coordinator for the school determined the number of minutes a student may be late to be counted tardy or absent for the day?

District Information

1. On the Start Page, from the left navigation menu, click "District" under the **Setup** category.
2. Scroll down to **District Information** and click "District Info".
3. Verify or correct the district information.
4. Locate the Summer School Year drop-down menu and select the "Next" value.
5. Click "Submit".

District Level Years and Terms

Verify that Years & Terms setup values for the next school year have been added to your instance of PowerSchool. If there is not a Year & Term for the next school year, follow these steps:

1. On the Start Page, from the left navigation menu click "District" under the **Setup** category.
2. Scroll down to **Calendar**; click "Years and Terms".
3. Click the "New" button.
4. **Name of School Year**: For example, *20xx-20xx*
5. **Abbreviation**: Last two digits of new year (*xx-xx*)
6. **First Day of School**: For example, *08/17/20xx*
7. **Last Day of School**: For example, *06/07/20xx*

Note: District Calendars allow one or more template calendars to be created at the District Office. These templates can then be pushed out to schools to quicken the initial Calendar

Setup process for districts that have multiple schools with similar calendars. You may need to set more than one district template if you have high, middle, or elementary schools with different calendars.

Option	Value
Name of School Year	2022-2023 (example: 2000-2001)
Abbreviation	22-23 (example: 00-01)
First Day of School	08/17/2022
Last Day of School	06/07/2023

School Information
Setting Up a School

Setup should follow the indicated standard fields as closely as possible so that data are consistent with reporting expectations.
1. On the Start Page, select "District" from the left navigation menu.
2. Scroll down to **District Information** and click "Schools/School Info".
3. Create a new school by clicking the "New" button. The Edit School page appears.
4. Enter your specific information in the following fields:
   School Information
   - **School Name:** Enter the school name. (See Appendices for current list of summer programs.)
   - **School Abbreviation:** Enter the school abbreviation. (See Appendices)
   - **Is a Summer School:** For summer schools, click the checkbox to indicate "Yes".
   - **School Address (Full), Address, City, State/Province, Postal/Zip Code, Phone Number, FAX Number:** Enter the physical location of the school, entering the complete address in the (Full) field. If your school has more than one location, enter the district office address instead.
   - **School County Name, School County Number:** Optional
   - **School Number**: Enter the program-specific school number (see Appendices). *Note: Once this number is entered, you cannot change it later.*
   - **Alternate School Number:** 0
   - **StatePrid:** Enter the three-digit program-specific school number (see Appendices).
   - **Exclude From State Reporting?:** Leave UNCHECKED.
   - **Grades:** Enter the lowest and highest values depending on student population for the specific program.
   - **School Category:** District-defined
   - **Historical Grade Levels:** Leave as 0 for both fields.
   - **Default Next School:** Leave as 0 for schools/programs. Can also be district-defined.
   - **Sort Order:** You may enter a number so that this school appears at the top, bottom or somewhere in-between, depending on where you wish this school to be listed.
   - **When Scheduling, Display Courses From:** This field is not applicable for the summer school programs. "Next School" should be selected.
   School Administration Information
   Consult with the program liaison or coordinator at your district to know whose contact information should be included in this section.
   School Fee Information
   - **Fee Exemption Status:** Select from the dropdown list "Students Exempted from All Fees".
   Other Information
   - **Student Program Link:** Do not set a Student Program.

Provide Administrators Access to this New School

Before you can access this new school, you must include it in your list through security setup.

1. From the Start Page, click on the Staff tab. Search for and select the staff member (not teacher) who will need to set up the school information.
2. Select Security Settings under **Functions** from the left navigation menu.
3. Select the Admin Access and Roles tab.
4. To the far right of Roles and Schools, click the Add button (see screenshot below).
5. Find and check the newly created school box. Click "OK".
6. Verify that you see listed the newly added school. Scroll down and click "Submit".
7. Repeat these steps for additional staff as needed.
8. **To access this new school for continuing your setup, you must log out of PowerSchool and then log back in.**

Creating a New School Year

You must create the school year for all active schools. Then create school terms within the year date range. Set the first day of the year and term to the first date for your school. Traditional school year terms must have a total of 180 in-session days.

The steps below are to create traditional and year-round school terms. Summer schools must be established separately with their own school years and terms. (See Appendix A.)

Continue your setup by changing your current School/District selection to the newly created school/program in the upper right corner of the Start Page.

1. On the Start Page, in the **Setup** section, choose "School" from the left navigation menu. The School Setup page appears.
2. Under **Scheduling**, click "Years & Terms". The Years & Terms page appears.
3. Click "New". The Create New School Year page appears.
4. Use the following table to enter information in the fields:
   - **Name of School Year:** For example, 2019-2020
   - **Abbreviation**: For example, 19-20
   - **First Day of School** -- Enter the start date of the school.

- **Last Day of School** – Enter the last date of school.
5. Click "Submit". The Years & Terms page displays the new school year. *Note: Your screen will not have the dates shown in the example below; use appropriate dates for the new school year.*

Option	Value	
Name of School Year	2022-2023	(example: 2000-2001)
Abbreviation	22-23	(example: 00-01)
First Day of School	08/17/2022	
Last Day of School	06/07/2023	

Defining Terms

If multiple sessions or shorter terms of school are needed, create a term for each session, otherwise only a "year" term is needed and was already created when defining the school year. Create terms from largest to smallest. For example, create Semester 1 and then Semester 2, and if the school has additional sub terms, like Quarters, create those next. Do not delete terms; correct them using the Edit Terms page.

How to Define Additional Terms (Optional)
1. On the Start Page, under Setup, choose **School** from the left navigation menu. The School Setup page appears.
2. Under **Scheduling**, click "Years & Terms". The Years & Terms page appears.
3. Click "Edit Terms" next to the school year for which you want to define terms. The Term Setup page appears.
4. Click "New". The Edit Term page appears.
5. Use the following table to enter information in the fields:
   - **Name of the Term:** Enter the name of the term, which indicates when it occurs during the academic year; for example, 2019-2020 or 2020-2021 etc.
   - **Abbreviation:** Enter an abbreviation for the term, such as S1.
   - **First Day of Term:** Enter the date of the first day of the term.
   - **Last Day of Term:** Enter the date of the last day of the term.
   - **What portion of the school year does this term represent?** If you need multiple school sessions, select the fraction or item that represents the portion of the school session during which the term takes place. For example, if you define Semester 1 and your school has two semesters, Semester 1 represents one half of your school session.
   - *Note: Do not overlap terms within a school.*
   - **Import File Term #:** If you plan to import schedule or historical data from another system and the data are different from the abbreviation you define; enter the term code the other system uses to represent this term.
6. Click "Submit". The Term Setup page displays the edited terms.

Edit Term

Field	Value
Name of Term	Semester 1
Abbreviation	S1 (example: Q1) Note: This abbreviation must start with a letter. Do not use a number by itself.
First Day of Term	08/17/2022
Last Day of Term	12/20/2022
What portion of the school year does this term represent?	1/2
Suppress Classes For This Term From Parent/Student Users	☐
Import File Term #	
	0

Defining Periods and Days

1. On the Start Page, choose "School" under **Setup** in the left navigation menu.   The School Setup page appears.
2. Under **Scheduling**, click "Years & Terms". The Years & Terms page appears.
3. Click the name of the Year term; for example, 2019-2020. The Edit School Year page appears.
4. Enter the following values:
    *   **Periods**: enter appropriate value.
    *   **Days**: enter appropriate value.
        Note: Periods and day values can be district-defined.   These values could be different if your district has a need for creative scheduling.
5. Click "Submit". The Years & Terms page displays the edited school year.

Edit School Year

Option	Value
Name of School Year	2019-2020 (example: 2000-2001)
Abbreviation	S19-20 (example: 00-01)
First Day of School	06/10/2019
Last Day of School	08/02/2019
Periods	1
Days	1

Adding Course Activity Codes to the Course List

Course Activity Code(s) must be added and made available for use at the school. Check the list of district courses in PowerSchool to see if the desired course(s) already exist or need to be created.

On the Start Page, under **Setup** from the left navigation menu, choose "District". Scroll down to **Courses** and click the "Courses" link. The Courses page appears with a list of active courses. Select the correct school year, if not already indicated, and Click "Apply". Click the + at the end of the Status row to reveal one more search bars and find the courses you need. Click "Apply" to conduct the search. You can also search by browsing the list on each page. You may also view the list of Inactive courses by deselecting Active and clicking the Inactive box in the Status row. Then click "Apply".

For any existing course(s) you would like to add to the new school,
1. Click "Edit availability for Schools and Years" at the bottom of the page.
2. Select the school years for the course and click "Next".
3. Select the new school(s) to assign the course. (Note: At the bottom left of the screen "Make Available" is the default option.) Click "Next".
4. Click "Submit" and you should see the list of available courses for the school. (Make sure to reset any filtering, if needed, to see the complete list.)

If the course activity code(s) do not already exist in the district list, create one or more courses with the following steps. Be sure to use only approved courses from the Course Activity Codes list.
Click "New Course" in the upper right corner and the New Course page appears.
1. Populate the fields as follows:
   - **Course Name**: Enter the Program Specific name – see Appendices. (Could also be located in the Course Activity Coding Manual.)
   - **Course Number**: Enter the Program Specific number – see Appendices. (Could also be located in the Course Activity Coding Manual.)
   - Select the newly created school(s) from the Associate Course with Schools field.
Scroll down to continue entry in these fields:
   - Available School Years: Check the box for the desired school year(s).
   - Credit hours, credit type, GPA points, etc. Add relevant information if the course is for high school credit.
   - **Default Maximum Enrollment**: District-defined
   - **Course Notes:** Enter any program or district-specific notes.
   - **Grade Scale**: District-defined if not included in Uniform Grading Policy; for example, 10 Pt 4.0 Scale.
   - **Exclude from Attendance**: Program-specific – see Appendices.
   - **Exclude from Storing Final Grades**: Program-specific – see Appendices.
   - **Exclude from GPA**: Program-specific – see Appendices.
   - **Exclude from Class Rank**: Program-specific – see Appendices.
   - **Exclude from Honor Roll**: Program-specific – see Appendices.
   - **Use the Course for Lunch**: Program-specific – see Appendices.

- **Exclude on Report Cards/Transcripts**: Program-specific – see Appendices.
2. Click "Submit". The new course appears on the Courses page.

Follow these steps to associate the newly created courses with your school or program:
1. From the upper right corner of the Start Page, change from the District Office to the **school for which you are setting up courses.**
2. Then from the left navigation menu, choose **School**. The School Setup page appears.
3. Under **Scheduling**, click "Courses". The Courses page appears.
4. Click **Manage courses for this school** in the top center of the page. The Master Course List page appears with a list of available courses.
5. Select the checkbox next to the class you want to activate. (You can also deselect the checkbox next to the classes you want to deactivate.)
6. Click "Submit". The Courses page appears.

Setting up Attendance Codes

Use attendance codes to define values, points, and calculations for school-specific attendance codes. You must set up or verify attendance codes before teachers can take attendance in PowerSchool.

Verify that you have the District Office and the school year you are configuring selected in the upper right corner of the Start Page. Run the Attendance Code Standardization Report (Start Page > Reports > System Reports (State Initialization) > Attendance Code Standardization).

Note: The special operation 'Load Server Reports' (Start Page > System Administrator > Special Operations) must be run to view your reports.
- On the Start Page, choose "System" under **Setup** in the main menu. The System Administrator page appears.
- Under Data Management, click Special Operations. The Special Operations page appears.
- Use the following table to enter information in the fields:

Field	Description
Operation	Choose the operation from the pop-up menu.
Server	Choose the task server you want to start from the pop-up menu.
Param 1	Enter the information provided by PowerSchool Technical Support.
Param 2	Enter the information provided by PowerSchool Technical Support.
Code	Enter the information provided by PowerSchool Technical Support. Send an email to PowerSchool@ed.sc.gov for this code.
Field	Description

- Click "Submit". The system completes the special operation.

After running the Attendance Code Standardization Report, follow these steps to verify or set up your codes:
1. On the Start Page, choose "School" under **Setup** from the left navigation menu. The School Setup page appears.
2. Under Attendance, click Attendance Codes. The Attendance Codes page appears.

3. **Description**: Present
   Note: The Present code is usually blank while the other codes are not.
4. **Presence Status**: Present
5. **Code Categories**: Review each code to ensure a single code category has been assigned; enter any missing information. Only one code category should be checked for each attendance code.
6. **Points**: 0
7. **Teacher can assign**: Yes (if teachers are expected to take attendance each day). No (if the school PS clerk/district administrator will check attendance).
8. **The attendance code is considered in ADA calculations:** Check the box.
9. **The attendance code counts toward membership**: Check the box.
10. **Sort order for display:** 1.
11. Verify other attendance codes.
12. Click "Submit".

Edit Attendance Code

Label	Value
Code	
Description	Present
Presence Status	⦿ Present ◯ Absent
Code Categories	☐ Excused (Excused) ☐ Unexcused (Unexcused) ☐ Out of School Suspension (Out of School Suspension) ☐ Tardy (Tardy)
Points	0
Teacher can assign	Yes ⌄
This attendance code is considered in ADA calculations	☑
This attendance code counts towards membership	☑
Sort order for display	1

Note: The code you set up for 'Present' (usually just a blank) should be given a sort order of 1 and be listed first. This is necessary to allow PowerGrade to take attendance properly.

The Attendance Codes page will display the codes assigned for the school year based on the latest State Reporting Release.

Specifying the General Attendance Preferences

Attendance preferences are school specific; that is, CERDEP differs from Read to Succeed (see Appendices).

1. On the Start Page, make sure the school profile and school year you are configuring still show in the upper right corner of the page. Under **Setup** from the left navigation menu, choose "School". The School Setup page appears.
2. Under **Attendance**, click "Preferences". The Attendance Preferences page appears.
3. Enter the following information:
   <u>Recording</u>
   - **Attendance recording methods**: Must have both Meeting and Daily checked.
   - **Meeting and daily attendance bridge**: Two-way, keep records in synch.

- **Audit attendance records**: District choice. Please consult with your district technology director for hardware allowances.
- **Default Attendance page**: Follow program-specific (see Appendices) or district-defined.
- **Enable multiple character attendance codes**: Check the box.
- **Number of school days teachers may alter attendance prior to current date (PowerTeacher):** District-defined
- **Number of school days teachers may alter attendance after the current date (PowerTeacher):** District-defined
- **Show Saturday and Sunday on attendance views:** District-defined

Calculating and Reporting
- **Calculation accuracy:** 2 decimal places
- **Count Meeting attendance recorded at another school for students enrolled at this school/program:** Check this box.
- **Count these codes for period conversion:** Presents
- **Round or truncate:** Round

Daily Attendance Calculations
- **Enable ADA Periods and Passing Time Deductions:** Leave unchecked.
- **Deduct Passing Time:** Select 'No'.

Consecutive Absences Notification
(District-defined, below is PowerSchool recommended.)
- Enable Notification: Check the Box
- Minimum Days Stored: 1
- Maximum Days Stored: 20
- Notification Threshold: 1

4. Click "Submit". The Changes Recorded page appears.

Adding the FTE Code

It is imperative for membership calculations that all grades in schools have a default FTE assigned.
1. On the Start Page, under Setup, choose **School** from the left navigation menu. The School Setup page appears.
2. Under Attendance, click **Full-Time Equivalencies (FTE)**. The Full-Time Equivalencies (FTE) page appears.
3. Click "New". The New FTE Code page appears.
4. Use the following information to enter values in the fields:
   - **Name**: Full Time
   - **Default Attendance Mode**: Program-specific (see Appendices) or district-defined.
   - **Default Attendance Conversion**: Time to Day

- **Description**: District decision
- **Default for These Grades**: Check all grade levels that are displayed.
5. Click "Submit". The Full-Time Equivalencies (FTE) page displays the new FTE code.

Adding Attendance Conversions

Set up attendance conversions to calculate attendance. After creating attendance conversions, set up attendance conversion items.

1. On the Start Page, under **Setup**, choose "School" from the left navigation menu. The School Setup page appears.
2. Under **Attendance**, click "Attendance Conversions". The Attendance Conversions page appears.
3. Click "New".
4. In the **Name** field enter "SCDE Attendance"
5. Click "Submit". The Attendance Conversions page displays the new attendance conversion.

Setting up the Bell Schedule & Items

Set up bell schedules to correlate periods with the times that the periods meet and to determine which periods are taught on which calendar days. Bell schedule items indicate the start and end times for each period, which can be used to calculate daily attendance and average daily attendance. All periods used for scheduling purposes must have an associated bell schedule.

1. On the Start Page, under **Setup** choose "School" from the left navigation menu. The School Setup page appears.
2. Under **Calendaring**, click "Bell Schedules". The Bell Schedules page appears.
3. Click "New".
4. Use the following values in the fields:
   a. **Name:** Regular (or district-defined)
   b. **Attendance Conversion Method:** SCDE Attendance
5. Click "Submit". The new bell schedule appears on the Bell Schedules page. You are now ready to add items to the bell schedule you created.
6. Click "Edit Schedule" next to the bell schedule with which you are working. The Bell Schedule page appears.
7. Click "New" in the upper right corner of the page. The New Bell Schedule Item page appears.
8. Use the following values in the fields:
   a. **Period:** Default is first period since only one period needs to be defined in Years and Terms.
   b. **Start Time:** Start of the school/program day (for example, 8:00 AM)
   c. **End Time:** End of the school/program day (for example, 2:30 PM – for 6.5-hour day or 4:30 for 8.5-hour day)
   d. **Counts for ADA:** Check the box.

e. **Use for Daily Attendance:** Check the box (only for Daily Attendance schools/programs)
    i. **Default Time In:** Start of the school/program day
    ii. **Default Time Out:** End of the school/program day
9. Click "Submit".

Adding Period, Time, and Code Items to Attendance Conversion

1. On the Start Page, under **Setup** choose "School" from the left navigation menu. The School Setup page appears.
2. Under **Attendance**, click "Attendance Conversions". The Attendance Conversions page appears.
3. Click **(NONE)** in the **Period** column next to the conversion item. The Period-to-Day Attendance Conversion page appears.
4. Use the following information to populate the fields:
    a. **Periods Present = 0; Day Attendance Value = 0 (**Enter this information in the first line only.)
    b. For all remaining lines enter **Day Attendance Value = 1**
5. Click "Submit".
6. Click Attendance Conversions in the navigation path above to return to the Attendance Conversions page.
7. **Continue with the steps below to add time items:** Click **(NONE)** in the **Time** column next to the conversion item. The Time-to-Day Attendance Conversion page appears.
8. Use the following information to populate the fields:
    a. **Minutes Present = 0; Day Attendance Value = 0 (**Enter this information in the first line only.)
    b. In row 2: **Minutes Present = ###** (This value is equal to one minute more than half the sum of all minutes included in all the periods defined in the Bell Schedule)**; Day Attendance Value = 1**
9. Click "Submit".
10. Click "Attendance Conversions" in the navigation path above to return to the Attendance Conversions page.

Continue with the steps below to add or verify code items:
Adding/Verifying Code Items to Attendance Conversions
11. Click "(NONE)" in the Code column next to the conversion item for which you want to add code items. The Code-to-Day Attendance Conversion page appears.
12. Day Attendance Value = 1 for a student in attendance and receiving any kind of approved instruction. Otherwise, Day Attendance Value = 0.

Setting up the Calendar
Determine the start and end dates for the school/program.
1. On the Start Page, under **Setup** choose "School" from the left navigation menu. The School Setup page appears.
2. Under **Calendaring**, click "Calendar Setup". The Calendar Setup page appears.

3. Click a month to view its calendar (top of page, center). For example, click 7/19 to view the calendar for July 2019.
4. Verify the default values entered for each day. An "In-session" calendar day must have a populated **Cycle Day** and **Bell Schedule**. Verify all in-session days and total days ensuring that only those days students will attend are marked as School in-Session (check the box) and Membership Value (set to 1). Non-school days should be blank for **School In-Session** and zero for **Membership Value**. Verify or correct the school's calendar for each month the school will be in session.

Note: If the calendar is not completely set up, it will not be possible to take student attendance, and the attendance for the students will not reflect accurately on final reports.

Assign Teachers to the School/Program
Once staff decisions have been made, assign teachers access to the school/program.
1. On the Start Page at the District Office, search for and select a staff member. The Security Settings page appears.
2. Click the Teachers and Affiliations tab.
3. On the School Affiliations row, click "Add" at the far right of the page. The Add Schools drop-down appears.
4. Select the box next to each school you want to add. Click "Submit". The selected School and Staff Type appear on the Security Settings page. The Active checkbox is automatically selected.
5. Next to each added school, choose Teacher from the Staff Type drop-down menu.
6. Click "Submit".

Note: Once teachers have been assigned to a school, sections may be associated with them.

Create Course Sections and Assign to Teachers
Once courses have been assigned to a school/program, course sections may be created.
1. During section creation, assign a teacher to the section. On the Start Page, be sure you are using the school profile and correct year in the upper right corner of the page. Then under **Setup**, click "School" from the left navigation menu.
2. Under **Scheduling**, click "Sections". The Sections page appears.
3. To the left, on the list of courses, click the course for which you want to create a summer school section. The selected course page appears.
4. Click "New" on the far right of the page. The Edit Section page appears. Complete the Edit Section page, including selecting a teacher for the new section as appropriate.
5. Click "Submit". The course information page displays the new section.

Direct Enrolling Students

DO NOT USE THE DIRECT ENROLLMENT PROCESS FOR SUMMER SCHOOLS OR PROGRAMS.

Enrolling a New Student into School

1. Select a school/program from the **School** menu at the top of the page.
2. Select the term in which you would like to enroll the new student.
3. From the Start Page, click the "Special Functions" link.
4. Click the "Enroll New Student" function.
5. Populate the form with the required information. The following are required:
   Last name
   First name
   Enrollment date
   Full time equivalency
   Grade level
   Information for Family Match
6. Submit the form.
7. If no possible duplicates are found, the student will be successfully enrolled.
   Note: PowerSchool uses the student's Last Name, Date of Birth, Social Security Number and Home Phone Number to search for duplicate records.
8. If the new student already exists, select that student to avoid enrolling a duplicate.
9. If the new student does not exist in the list of possible students, click Enroll at the bottom of the screen to proceed with the new enrollment.
10. If information was entered for Family Match, PowerSchool will return possible matches.

Enrolling a New Student into Course Sections

Follow the steps below to add a section to a student schedule:

1. Log into the appropriate school/program.
2. Locate the section by navigating to Start Page > School > **Sections**.
3. Take note of the course number, section number, term, and expression.
4. Select a student on the Start Page.
5. Choose the **Modify Schedule** student screen.
6. Change the **term** at the top of the page to the term associated with the section. If the correct term is not selected, the section will not display. For example, if the 2021-2022 Year term is selected, sections assigned to Semester 1 or Semester 2 will not display.
7. Enter the **effective enrollment date**, **course number** and the **period** for the section, then click **Find**.
8. The page will load with a list of sections matching the search criteria.
9. To enroll the student in a section, click on the course name. The student will automatically be enrolled using the effective enrollment date and the page will re-load with a list of enrollments.

Note: If the new enrollment is not displayed on the Modify Schedule student screen, verify that the term at the top of the page is correct. If it was necessary to enroll the student in a different term than originally intended, such as Semester 2 instead of Semester 1, the section will not display if the term at the top of the page is still set to Semester 1.

Group Enrollment into Sections

Use the Mass Enroll group function to enroll a group of students into the same course and section at the same time. The students **must** be enrolled on a date that is marked in session on the calendar, otherwise there will be an error: "cannot create section enrollment record in database."

To mass enroll a group of students follow these steps:

1. Select a group of students on the Start Page.
2. From the functions drop-down menu, choose either **Mass Enroll** or **Select Students by Hand**. If Mass Enroll is selected, skip to step 5.
3. If using **Select Students by Hand**, choose either a group of students using the "Shift" key, or individual students using the "Command" key.
4. Click on **Functions** and select **Mass Enroll** from the Functions menu.
5. Enroll the students in a section by either:
   - Choosing a **Teacher** and an **Expression**.
   - Entering the **course.section**. For example, if the course number is 12345 and the section number is 1, enter "12345.1" in the text field.
6. Click the course for which the selection of students will be enrolled.
7. Notice that the Mass Enroll Preview appears.
8. Enter the enrollment date by clicking Edit Date. This is usually the first day of class. For example, if you are enrolling students into a Semester 2 course, the enrollment date will be the first day of the Semester 2 term.
9. Click Enroll to enroll student into this class for the first time or Enroll Students and Reschedule to Reschedule them for an existing class in that time block. Once you make a choice you will be redirected to the new class roster and should receive a confirmation message stating that the changes made have been saved.

Note: Users who do not have access privileges to the Modify Schedule student screen will not be able to use the Mass Enroll group function.

Pre-Registered Students

Correctly pre-registering students will create a student record with an enroll status of -1 (Pre-Registered). It also creates a pending enrollment that will become active during the nightly process at 12 am on the date entered on the "Enroll New Student" page.

To pre-register a student for the upcoming school year, follow the steps below.

1. Select the school the student will be enrolled in next year.

2. Navigate to Start Page > School > Years & Terms and verify that the Years & Terms for the upcoming school year have been created.
3. Change the term at the top of the page to the year term for the upcoming school year.
4. Navigate to Start Page > Special Functions > Enroll New Student.
5. Populate the fields. For enrollment date, enter the first day of the **upcoming** school year. Also, verify that the grade level and school are correct for the upcoming school year.
6. Submit the page.
7. To schedule the student, follow the above guidelines for "Enrolling a new student into course sections.

Group Enrollment of Pre-registered Students

If there is a group of pre-registered students (from the same home school), the group function can be used to enroll them into the same course sections. Follow the above instructions for "Group Enrollment into Sections".

EFA/ EIA Membership Coding

1. School staff should enter new EFA and EIA information for students and make appropriate updates via the PowerSchool State/Province – SC page using the EFA/EIA Classification link.

2. Clicking the EFA/EIA Classification Information link will display the EFA Code Entry page with access to the EIA Code Entry tab/page. Access to the EFA History and EIA History tabs/pages is based on how your district has configured security.

Dropping a Course for a Student

If a student needs to be dropped from a school class while remaining enrolled in other classes at the same school, complete the following:

1. Log into the appropriate school and select the appropriate student from the Start Page.
2. Choose the **Modify Schedule** student screen.
3. Locate the section from the list of current enrollments. If the section is not listed, verify that the **term** at the top of the page encompasses the date range of the section.
4. Check the box next to the section under "**Drop**."
5. Click on the **"Drop"** button at the bottom of the page.
6. On the Drop Classes page, enter the student's **exit date** for the section. The exit date is the day after the student's last day in class. For example, if the student last attended the class on Friday March 13th, then the exit date is Saturday March 14th. The exit date must be after the student's last day in class in order to take attendance on the last day (attendance cannot be taken on the exit date).

Withdrawing a Student from School

To transfer a single student out of school, follow the steps outlined below:
1. On the Start Page, search for and select the student.
2. Click **Functions** under Enrollment.
3. Click **"**Transfer Out of School".

4. Fill out the form using the following reference, then click "Submit".
    1. Transfer Comment: Enter a comment to record why/where the student is being transferred. Also district-defined.
    2. Date of Transfer: The day after the student's last day of instruction.
    3. Check to delete all future attendance: When a student has attendance on or after the date of transfer, and the user has permission to edit attendance, a checkbox will appear. Checking this box will delete the attendance that would be orphaned by transferring the student out.
    4. Exit Code: Select an appropriate exit code from the dropdown menu.
    5. Transfer out of selected programs: If the student is also enrolled in special programs at the school, a list of them will appear. Check any the student will be leaving on their date of transfer.
    6. Check here if student intended to enroll in school during the next school year: Selecting this checkbox preserves the students' scheduling information, such as Next Year Grade, Course Requests, etc. If unchecked, these are cleared.
5. After this process, the student will no longer appear as active in the database and will be automatically dropped from the teacher's roster.

No-Shows

When a student is enrolled in a school/year, but did not show up, they are referred to as a "No-Show." "No-Show" students should be transferred out with an exit date equal to their entry date, and an exit code of "NS."

Process for enrolled students

1. On the Start Page, search for and select the student.
2. Choose the student's **Transfer Info** page. Take note of the entry date for the student's current enrollment.
3. Choose the student's **Functions** page.
4. Click "Transfer Out of School".
5. Enter a Transfer Comment stating that the student is a no-show. (district-defined)
6. Enter the Date of Transfer. This date should be equal to the student's entry date from step 2.
7. Select the appropriate Exit Code of "NS".
8. Submit the changes.
9. Navigate to the Student Information page on State/Province – SC.
10. Populate an appropriate "No Show Reason" code on this page.
11. Submit the changes.

If the date of transfer is on or before the current date, the student will be transferred out immediately. This scenario is common when transferring out a no-show student during the school year.

If the date of transfer is a future date, the transfer will be a pending transfer and will be processed automatically when the transfer date arrives. The latter scenario is common when transferring

out a no-show student during the summer before school has started.

Process for Pre-Registered Students

PowerSchool does not allow users to perform the Transfer Out function for students that are pre-registered.

If it is not desirable to wait until the student's entry date (when they will become active) to mark the student as a no-show, perform the following steps to transfer the student out of school:

1. Select the pre-registered student.
2. Navigate to the Transfer Info student screen.
3. Select the student's current enrollment.
4. Change the student's exit date to the same date as the student's entry date.
5. Select the appropriate Exit Code of "NS".
6. Submit your changes.
7. Using Student Field Value function from the start page, select the field for 'enroll_status' and enter a new value of 2 (Transferred Out).
8. Submit the Page.
9. Confirm the value change from -1 to 2 on the next page and click submit.
10. Navigate to the Student Information page on State/Province – SC.
11. Populate an appropriate "No Show Reason" code on this page.
12. Submit the changes.

The PowerSchool End-of-Year Processes

PowerSchool has two different End-of-Year processes that districts use annually. The regular/traditional End-of-Year process is typically run during the summer after the 180-day school year ends and promotes/retains students to the next year grade and school. The End-of-Summer-School Process clears out several fields related to summer school and can be run as a separate process from the End-of-Year process and can be run anytime during the school year prior to the start of the next summer terms.

Specific information related to the regular End-of-Year Process for PowerSchool can be found in the PowerSchool End-of-Year Process Manual for SC Users.

End-of-Summer-School Process information can be found in the appendix for summer school later in this guide.

Student Indicators

These values are referenced during scheduling and used by the end-of-year process to determine student school assignments and promotion/demotion.

Assigning/Verifying Student Indicators

These student-indicator values are as follows:

- **Next Year Grade** – This indicator is used in conjunction with the Next School indicator to determine what scheduling options are available to the student. It is also used during the end-of-year process to determine what grade level the student will be assigned for the next school year.
- **Summer School Indicator** – This indicator represents the school a student will be enrolled in for the upcoming summer school session. When a school is set up as a Summer School, it uses this value to determine if a student should display in its search results.
- **Next School Indicator** – This indicator represents which school a student will be enrolled in for the next school year. It is used in conjunction with the Next Year Grade indicator to determine which scheduling options are available to the student. During the end-of-year process, this value is used to determine where to enroll the student for the next school year.

To verify that these student-indicator values are in place, use the following search criteria to find any students who are missing any one of the values:
Note: A search with no argument after the equals sign looks for students for whom the value is blank.

1. On the Start Page, enter Sched_NextYearGrade= in the Search Students field and press ENTER. Any students missing this value appear.
2. On the Start Page, enter Next_School= in the Search Students field and press ENTER. Any students missing this value appear.
3. On the Start Page, enter SummerSchoolID= in the Search Students field and press ENTER. Any students missing this value appear.

Once you've found students who have blanks for the indicators you need, go to the Scheduling Setup student page for each student and enter the correct values for Next Year Grade, Summer School Indicator, and Next School Indicator as appropriate.

You may also work with your selected group one grade at a time by using Select Students By Hand. Select all the students from one grade level and then change their records all at once by using the Student Field Value function.

One other way to enter the correct information is to use PowerSchool's Importing & Exporting feature to change the fields for all the students in the group at once instead of one student at a time or one grade level at a time.

Appendix A: Summer School & Modified Calendars

Districts offering summer school(s) and/or program(s) set up the summer school session as a separate school in the district's PowerSchool (PS) instance. Once the summer school is created, settings such as attendance, courses and sections, terms, and schedules must be generated for the summer session.

This appendix provides guidance for creating and setting up a summer school in PowerSchool (PS). It also provides needed information on the tasks necessary to complete prior to enrolling students, to create summer school records, to complete the summer school process, and to assist in preparing for the next school year.

Note: If it is necessary to set up a remote summer school session for programs, review the documentation at PowerSource to ensure you are setting all the functions necessary to include fees and grading.

Summer School Specific Information

Years & Terms:	Ensure the last day of the term is on or after August 1. If your district operates on a modified school calendar (ie, year-round school), see the section below labeled "Important Notes".
Activity Codes:	For course activity codes for summer programs refer to the program office memoranda, the other appendices in this guide specific to the summer program, or other information such as the Course Activity Codes sheet.
Enrollment Method:	Remote Enrollment Method
End-of-Year Process:	Summer school uses the End-of-Summer-School Process separate from the traditional End-of-Year process.

Creating a Summer School Session (Years & Terms)

The begin and end dates for summer school sessions determine whether the summer school is assigned term IDs associated to the current/previous school year or to the next school year. To comply with South Carolina reporting, all reported summer sessions must have an end date on or after August 1 so that the TermID is associated with the next school year. This summer term end date should be prior to the start of the fall semester. Keep in mind, only the days in which students are served within that summer session should be coded as In Session and In Membership on the calendar setup page.

Important Notes: The school year must be created for a summer school. Create summer school terms within that newly created year. Set the first day of school to the first date for your summer school or the first day after the traditional school year ends. Set the last day to a date on or after August 1, such as 08/01/xx or the date in August your program ends. In Calendar Setup, only mark the days in which students are served within the term as In Session and In Membership.

Create New School Year

		Example Entry
Name of School Year	2019-2020	2001-2002
Abbreviation	S19-20	01-02
First Day of School	6/3/2019	08/23/2001
Last Day of School	8/1/2019	06/05/2002

Note: Once you have entered the first and last dates for the school year, they cannot be changed. Be absolutely sure that the dates are correct and in MM/DD/YYYY format before clicking the Submit button.

Submit

Modified School Calendar Workaround

If your district operates under a modified school calendar (i.e., year-round school), after setting the last day of the summer school term to a date on or after August 1 and saving the configuration, immediately change the end date to another day in July that does not overlap with the fall term for other schools in the district. This means you'll setup the summer term with an end date in August, save your work, then go back into the setup and change the end date to a day in July prior to the fall start date.

Enrolling Students

DO NOT USE THE DIRECT ENROLLMENT PROCESS FOR SUMMER SCHOOLS. Follow the steps in Appendix B for the Remote Enrollment Method for all summer school students.

Storing Grades for Remote Summer School

Remote Enrollment: Initiate Store Grades process from the student's active school with the following considerations:
- The selected term context must match the same school year as the TermID of the summer school year so that the correct Final Grade/Reporting Terms are available.
- **Important:** Under Exclude/Include Class Enrollments, select the option labeled Include only enrollment records that are currently active and that were active on this date:
  - Select a date that is toward the end of the summer school session and outside of normal school year dates, otherwise previously stored grades for the home school may be stored again.
- Select the Store grades for classes enrolled at: All Schools so that remote summer school enrollments are included.

- Select the desired option for Record the school name of to indicate whether the home school or summer school name should be stored with the grades.
- Under Classes by term length you may need to select Yes for Show all terms?

It is important that Classes by term length is showing terms with the same year ID as the summer school session. If you are unsure of the year ID for either the normal school or the summer school then you can check **user Start Page > School > Years & Terms > Edit Terms**, then click the name of the year long term. The year ID used by the system is the unlabeled number at the bottom of the page.

*Note: If the summer school session has the term ID for the next year and you need to store grades for the current year, you will need to change the Default term level on **the District > Miscellaneous** page to Next School Year. This setting can be returned to its normal setting after grades are stored.*

End-of-Summer-School Process

The regular PowerSchool end-of-year process no longer automatically clears the Student Summer School Indicator. There is a separate process for end-of-summer school.

Decide when to run the end-of-summer-school process based on your data reporting needs. This process clears out the student attendee list. For archiving purposes, create any student rosters prior to running this Process. Student records will be held in inactive status at the summer school after this process executes (search using the '/' to locate those records). This process must be run **BEFORE** the next summer school term. This process does the following:
- Clears all students' SummerSchoolIDs
- Clears SummerSchoolNotes
- Clears the Student Summer School Indicator
- Carries forward or clears students' fee balances when used

Note: Before using this function, be sure that the server can run uninterrupted while this process runs through to completion. THIS PROCESS IS IRREVERSIBLE. It is recommended to have a data backup prior to executing this process.

Performing the End-of-Summer School Process
1. On the Start Page, choose "District" under **Setup** in the left navigation menu. The District Setup page appears.
2. Under **Setup**, click "System". The System Administrator page appears.
3. Click "End-of-Summer School Process". The End-of-Summer School Process page appears.
4. Select the **Transfer Method**:
5. Click "Perform End-of-Summer-School Processing". A confirmation message appears.

Appendix B: Remote Enrollment Method

The remote enrollment method was introduced in PowerSchool version 10.1.4. It permits students to remain enrolled in their home schools while also enrolled as remote students at other schools. Remote enrollment during summer school creates a re-enrollment record on the student's Transfer Info page that tracks the remote school enrollment without impacting the student's current enrollment.

The remote enrollment approach best fits the needs for setting up a summer school or summer program. This method has the advantage of not disrupting normal home school operations and allows the End-of-Year process to be run at any time between the end of the previous school year and the start of the new school year.

Remote Enrollments
Search for Remote Enrolled Students
"Remote" enrolled students are enrolled in one or more classes at a selected school while maintaining their enrollment at their home school.
1. On the Start Page, enter search criteria in the search field.
2. Select the Include Remote Enrollments checkbox to search for students who are enrolled/remotely enrolled at the selected school.
3. Click the Search icon to initiate the search.
4. Note the School column for students with remote enrollments.

Note: Alternatively, leave the Include Remote Enrollments checkbox blank to search for students who are enrolled at the selected school. If the checkbox is selected, the Home school of all students returned is included in the display.

Enroll a Single Active Student
Students who are eligible to take a course at another school will not be transferred to that school. Students may be enrolled in courses at other remote schools as long as the other schools share the same district PowerSchool system. When the remote school is a summer school, a Re-Enrollment record is generated.
1. On the Start Page, search for and select a student from the home school.
2. Under **Enrollment**, choose Functions from the student pages menu. The Functions page appears.
3. Click Enroll Student in Remote/Summer School Class. The Enroll Student in Remote/Summer School Class page appears.
4. Use the following information to enter values in the fields:
   - **Student**: Select the student.
   - **Show Summer Schools Only**: CHECK the box (to filter for summer schools)
   - **School Where the Class is Held**: Select the appropriate summer school program
   - **Course**: Select the appropriate course from the section listed

- **Section**: Select the section to which the student will be assigned.
- **Grade**:   Enter the grade level for the student
- **Entry Code**: Eligible for State Funding
- **FTE**: Select FTE
- **Enrollment Date**: Enter the date the student begins instruction.

5. Click "Submit". A confirmation message appears.

Enroll Student in Remote/Summer School Class

Scothorne, Tyler Summers   3   784152   TES1

Student	Scothorne, Tyler Summers				
Show Summer Schools Only	☑				
School Where Class is Held	Read to Succeed Summer Reading Camp ▼				
Course	10240000				
Section		Section Number	Teacher	No. of Students	Max Enrollment	Expression
	○	2	Mcilwain, Leticia	0	30	P1(A)
	◉	1	Findlay, Joshua	6	200	P1(A)
Grade	3 ▼ *				
FTE	Read to Succeed Summer Reading Camp ▼ *				
Entry Code	Eligible for State Funding ▼				
Enrollment Date	MM/DD/YYYY 🗓 *				

Submit

Group Enrollment into Remote/Summer School Class(es)

Student Selection: Select by hand, update selection, and use the mass enroll function to add all students in a section at once.
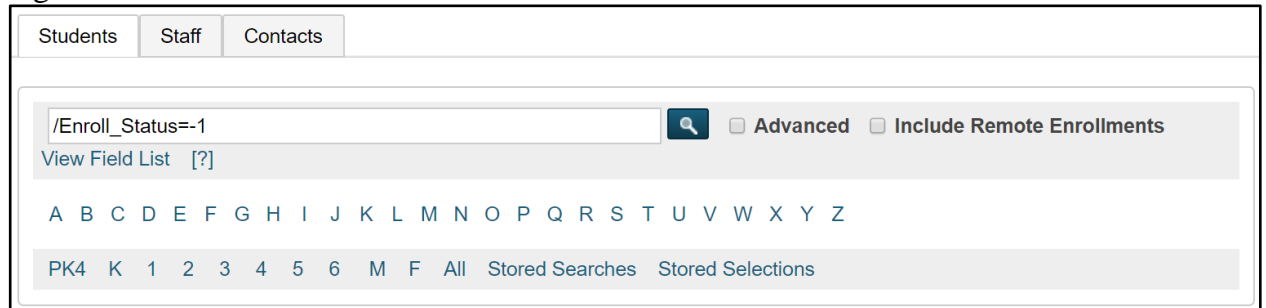
1. On the Start Page search for and select the group of students.
2. Select the Mass Remote Enroll function to add the selected students to the course.
3. Use the following information to enter values in the fields:
   - Student: Select the student.
   - Show Summer Schools Only: CHECK the box (to filter for summer schools)
   - School Where the Class is Held: Select the Summer School
   - Course: Select the appropriate course from the section listed
   - Section: Select the section to which the student will be assigned.
   - Grade: Enter the grade level for the student
   - Entry Code: Eligible for State Funding
   - FTE: Select FTE
   - Enrollment Date: Enter the date the student begins instruction.
4. Click "Submit". A confirmation message appears.

Pre-Registered Students

Search for Pre-Registered Enrollments

"Pre-Registered" students are pre-registered in one or more classes at a selected school while maintaining their enrollment at their home school.
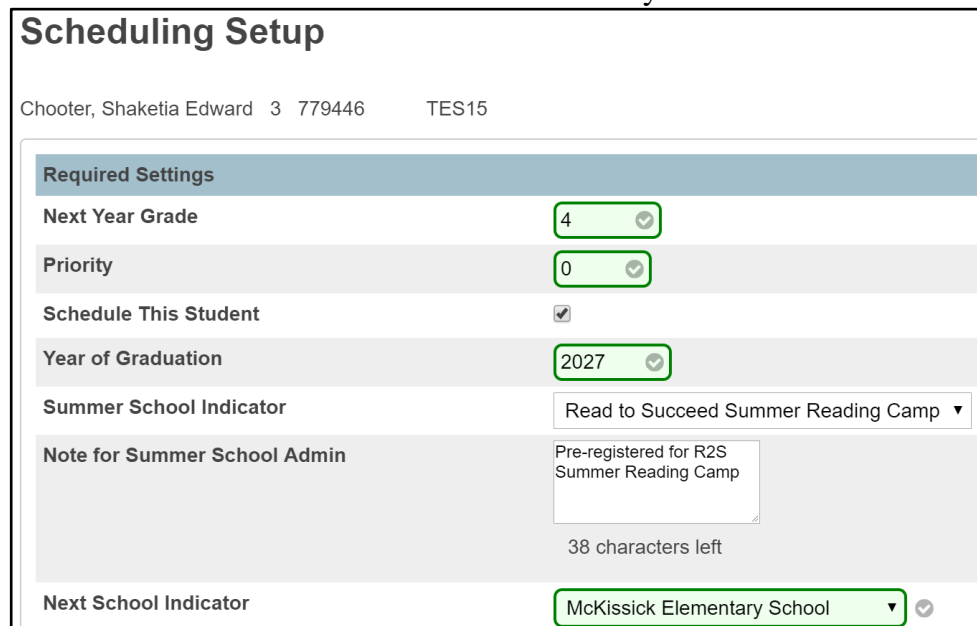
1. On the Start Page, on the Students Tab, use **/Enroll_Status=-1** to search for pre-registered students.

Students	Staff	Contacts

/Enroll_Status=-1   🔍   ☐ **Advanced**   ☐ **Include Remote Enrollments**
View Field List   [?]

A   B   C   D   E   F   G   H   I   J   K   L   M   N   O   P   Q   R   S   T   U   V   W   X   Y   Z

PK4   K   1   2   3   4   5   6   M   F   All   Stored Searches   Stored Selections

Enroll a Single Pre-Registered Student

1. To enroll a single pre-registered student into the summer program; on the start page, search for and select a student from the home school.
2. Under Scheduling, choose **Scheduling Setup** from the student pages menu. The Scheduling Setup page appears.
3. Use the following information to enter values in the fields:
   a. **Next Year Grade:** Verify that Next Year Grade is set to the grade level for the student in his/her next school year in the home school.
   b. **Schedule This Student:** Check the checkbox.
   c. **Summer School Indicator:** Select appropriate program
   d. **Next School Indicator:** Verify it is set to the home school in which the student will be enrolled for his/her next school year.

Scheduling Setup

Chooter, Shaketia Edward   3   779446   TES15

Required Settings	
Next Year Grade	4 ✓
Priority	0 ✓
Schedule This Student	☑
Year of Graduation	2027 ✓
Summer School Indicator	Read to Succeed Summer Reading Camp ▾
Note for Summer School Admin	Pre-registered for R2S Summer Reading Camp 38 characters left
Next School Indicator	McKissick Elementary School ▾ ✓

4. Once confirmed, enroll the student following the "Enroll a Single Active Student" instructions.

Group Enrollment of Pre-registered Students

1. If there is a group of pre-registered students (from the same home school) who will be in the same grade level, the group function can be used to enroll them into the summer program. Remember to use great caution when selecting the student field value function to change the summer school indicator, as the change is irreversible.

Student Field Value

5 Students are selected

Option	Value
Field To Change (Fields)	SummerSchoolID
New Field Value	498
	☐ Clear Field Value
	Insert * to use the current field value with the new field value.
Options	☐ Do not overwrite existing data.
	WARNING: This change is irreversible.

Submit

2. Go back to the Start Page and using the same group of pre-registered students or the single student using the Student Field Value function, change the Enroll Status from -1 to 0 (pre-registered to active so that we can schedule the student(s) and take attendance for the summer school session.)

Student Field Value

2 Students are selected

Option	Value
Field To Change (Fields)	Enroll_status
New Field Value	0
	☐ Clear Field Value
	Insert * to use the current field value with the new field value.
Options	☐ Do not overwrite existing data.
	WARNING: This change is irreversible.

3. Click "Submit".
4. Once submitted, follow normal enrollment procedures for students, as provided under "Group Enrollment into Remote/Summer School Classes".

Important Note: This status does not need to be changed at the end of the summer school session for these students.

Dropping a Course for a Student

If a student needs to be dropped from a remote summer school class while remaining enrolled in other summer school class at the same school, complete the following:

1. Select the student.
2. Drop the class from the "Modify Schedule" student page.

Withdrawing a Student from Remote Summer School

Withdrawing a student from summer school is a multi-step, manual process that includes dropping the course sections as well as setting the school exit date.

1. Select the student.
2. Go to the "Modify Schedule" page.
3. Drop the summer school course(s).
4. Navigate to the "Transfer Info" page.
5. Select the summer school enrollment under the 'Previous Enrollments' table and select an appropriate exit code and exit date.

No-Shows

No-Showing a student is a multi-step, manual process which involves removing the student from the course sections as well as setting the school enrollment and exit dates to match.

1. Select the student.
2. Go to the "Modify Schedule" page.
3. Drop the summer school course(s) with an exit date the same as the entry date for the course(s).
4. Navigate to the "Transfer Info" page.
5. Select the summer school enrollment under the 'Previous Enrollments' table and modify the exit code to be "NS" and the exit date to match the entry date.
6. Navigate to the Student Information page on State/Province – SC.
7. Populate an appropriate "No Show Reason" code on this page.
8. Submit the changes.

Appendix C: CERDEP
Office of Early Learning and Literacy

The South Carolina Proviso 1.55 provides funds to school districts to expand their current Child Early Reading and Development Education Program (CERDEP) for PreK four-year-old students. The CERDEP districts were given options to increase the length of the program to a maximum of 8.5 hours per day, to extend the year to 220 days, or to fund a summer program which is limited to no more than 10 weeks in length and no more than 8.5 hours per day.

If districts request to expand their CERDEP Summer program with either a summer program or an extended school year, they must schedule their CERDEP students into PowerSchool (PS) summer sessions to meet the data reporting requirements. This document will step the PS Administrators in those districts through a standard procedure for the CERDEP Summer Program – either the extended year or the summer session. For the extended year summer program/session, a district may also choose to extend the number of hours in the day. For the summer program/session, the district may choose to extend the number of hours in the day as well. Each type of session needs to be coded with appropriate activity code (s) per day.

The district Early Childhood (EC) Coordinator can provide information on which summer program the district administrators select for the PreK 4 students: extended year or summer session.

Extended Year
There is no break between the end of the current school year and the beginning of the summer session; that is, if the last day of the current year is May 31, the first day of the summer session will be June 1.

Summer Session
There is a break between the end of the current school year and the first day of the summer session. For example, if the last day of the current year is May 31, the first day for the summer session may be June 2, 5 or 11.

Please contact Wendy Burgess with policy questions and approved applications: wburgess@ed.sc.gov or (803)734-5858.

Please send PS setup questions to PowerSchool@ed.sc.gov.

The district EC Coordinator will need to provide the names of the teachers who will work with the students and identify the location(s) for the summer sessions. The physical site must be a certified CERDEP School, and the teachers must be certified to work with the students. *Note: If there are more than ten students assigned to a section, you must also assign the teacher and assistant to the section; for ten or fewer, only one teacher will be assigned.*

Program-Specific Information

School Name: **CERDEP Summer Program**
School Abbreviation: **CSP**
School Number: **499**
Grades: -2 thru 0 (PreK 4 through K)
Activity Code: 17510000

Exclude from Attendance: DO NOT CHECK THIS BOX
Exclude from Storing Final Grades: CHECK THIS BOX
Exclude from GPA: **Check Exclude**
Exclude from Class Rank: **Check Exclude**
Exclude from Honor Roll: **Check Exclude**
Use the Course for Lunch: Leave blank; do not check.
Exclude on Report Cards/Transcripts: Check this box.
Attendance Recording Method: Daily
Default Attendance Page: Daily
FTE Default Attendance Mode: Daily
Enrollment Method: Remote Enrollment Method (See Appendix B).

Appendix D: Read to Succeed
Office of Early Learning and Literacy

Act 284 (Read to Succeed Act) was passed in 2014 to address literacy performance in South Carolina and put in place a comprehensive system of support to ensure SC students graduate on time with the literacy skills they need to be successful in college, careers, and citizenship. The core goal of Read to Succeed is to increase the number of students statewide who can proficiently read and comprehend grade-level texts, particularly in the early grades.

Act 284 directs that a third-grade student is eligible for retention if the student fails to demonstrate reading proficiency at the end of the third grade as indicated by scoring the equivalent of Not Met 1 on the SC Ready Reading assessment. A student may be exempt from retention if they meet one or more Good Cause Exemption. The Office of Early Learning and Literacy (OELL) is required to report on the number of third graders promoted to fourth grade and the number of third graders retained under the legislation.

The legislation also requires that districts offer a Summer Reading Camp (SRC) to third graders who are eligible for retention. A district may also include students from other grade levels who are not demonstrating reading proficiency. The OELL is required to report the total number of students served at summer reading camps and the number of students who successfully complete the camps by grade level.

This information collected in PowerSchool for the OELL will allow the office to do the following:
- Meet the data reporting requirements under the Read to Succeed Act
- Advocate for the continued funding of Summer Reading Camps
- Track the progress of students during and after camps

The district Read to Succeed liaison or Summer Reading Camp coordinator will need to provide the names of the teachers who will work with the students and identify the location(s) for the summer sessions.

Program-Specific Information

School Name:	**Read to Succeed Summer Reading Camp**
School Abbreviation:	**R2S**
School Number:	**498**
Grades:	-1 thru 6 (4K through 6th Grade)
Course Name:	Summer Reading Camp R2S
Course Number:	1024_ _00
Activity Code:	1024_ _00 *(Fifth and sixth characters of the activity code are district-defined.)*
Exclude from Attendance:	DO NOT CHECK THIS BOX.
Exclude from Storing Final Grades:	CHECK THIS BOX.
Exclude from GPA:	**Check Exclude**.
Exclude from Class Rank:	**Check Exclude.**
Exclude from Honor Roll:	**Check Exclude**.

Use the Course for Lunch:	Leave blank; do not check.
Exclude on Report Cards/Transcripts:	Check this box.
Attendance Recording Method:	Daily
Default Attendance Page:	Daily
FTE Default Attendance Mode:	Daily
Enrollment Method:	Remote Enrollment Method (See Appendix B).

Appendix E: Academic Recovery Camp

> **State COVID relief funds are no longer available for Academic Recovery Camps. For Summer Reading Camp enrollment, please use the Read to Succeed Summer Reading Camp school set-up information.**

Of the available funding appropriated to the state through the Coronavirus Relief Funds (CRF), money has been allocated to provide Academic Recovery Camps (ARC) in reading and math for identified students in grades K-3. This funding must be used by districts to provide a face-to-face summer program to strategically work with students by providing instruction.

Act 142 (passed on June 26, 2020) includes additional requirements for camps holding Academic Recovery Camps. Districts may host an Academic Recovery Camp for any at-risk students in grades K-3. The camps must be face-to-face and should address both reading and math. School districts utilizing this funding should assess students at the beginning and end of camp and are required to report pre- and post- assessment information to the South Carolina Department of Education.

Program-Specific Information

School Name:	**Academic Recovery Camp**
School Abbreviation:	**ARC**
School Number:	**507**
Grades:	0 thru 3 (K through 3rd Grade; may include additional grade levels per district decision to be funded locally)
Course Name:	Homeroom
Course Number:	0896_ _ _ _ or 0897 _ _ _ _
Activity Code:	0896_ _ _ _ or 0897 _*(Fifth - eighth characters of the activity code are district-defined.)*
Exclude from Attendance:	DO NOT CHECK THIS BOX.
Exclude from Storing Final Grades:	CHECK THIS BOX.
Exclude from GPA:	**Check Exclude**.
Exclude from Class Rank:	**Check Exclude**.
Exclude from Honor Roll:	**Check Exclude**.
Use the Course for Lunch:	Leave blank; do not check.
Exclude on Report Cards/Transcripts:	Check this box.
Attendance Recording Method:	Daily
Default Attendance Page:	Daily
FTE Default Attendance Mode:	Daily
Enrollment Method:	Remote Enrollment Method (See Appendix B).

Enrollment and Attendance

Districts must identify in PowerSchool all students who meet the district's qualifications for attendance, including those that do not attend but are invited to ARC. Identification of students will be accomplished by enrolling all students who meet the district's qualifications for

attendance into the ARC school. Those that do not attend but were invited will be no-showed prior to the completion of ARC following the no-show procedures as listed earlier in this manual (i.e., exit date = entry date, withdrawal code of "NS", and removing from course sections).

Attendance reporting is a necessary component of ARC execution. Configure the ARC school to use a bridge period to record daily attendance as taken from the homeroom course name/activity code.

Appendix F: Traditional 180-day Virtual/Remote Schools

For the purposes of this guide, the virtual/remote schools in this section could be any number of school or program options that exist during the traditional 180-day calendar of the school year. Students enrolled in these schools/programs remain enrolled at their home school and have course enrollments reflected at the remote school.

Per South Carolina Board of Education (SBE) Regulation 43-234 VII D2: The name and code number of every course that each student takes must be entered into the student data collection system active master scheduler at the time the student takes the course. Courses may not be added to the student's course history (transcript) without first being entered into the scheduler.

Districts will need to decide which schools/programs to set up as remote schools in PowerSchool. Students will remain enrolled in their home schools while also enrolled as remote students at other schools.

Program-Specific Information

School Name:	[District Name/School Name] **Virtual Program**
School Abbreviation:	District-defined
School Number:	**700 – 730** (Districts may choose to have single or multiple remote schools. Each school would have its own unique number from the given range.)
Grades:	[grade levels as appropriate for the program]
Course Name:	[refer to the Activity Coding System manual]
Course Number:	[refer to the Activity Coding System manual]
Activity Code:	[refer to the Activity Coding System manual]
Exclude from Attendance:	DO NOT CHECK THIS BOX.
Exclude from Storing Final Grades:	DO NOT CHECK THIS BOX.
Exclude from GPA:	DO NOT CHECK THIS BOX.
Exclude from Class Rank:	DO NOT CHECK THIS BOX.
Exclude from Honor Roll:	DO NOT CHECK THIS BOX.
Use the Course for Lunch:	Leave blank; do not check.
Exclude on Report Cards/Transcripts:	DO NOT CHECK THIS BOX.
Attendance Recording Method:	Meeting and Daily
Default Attendance Page:	Meeting
FTE Default Attendance Mode:	Daily
Enrollment Method:	Remote Enrollment Method (See Appendix B).
Number of Calendar Days:	180 days, must match the home school calendar

Appendix G: Summer Program ID Numbers

In the Student Information System (SIS; e.g., PowerSchool), the school number field is traditionally reserved for the last 3 digits of the assigned/official school code (SIDN). The field where this number is entered in the SIS allows for more than 3 digits. To facilitate future expansion of summer programs across multiple sites in a district (note, these are *programs* and *not assigned/official schools*) while maintaining summer program reporting, SCDE allows the use of this field to include exactly three or six digits.

There are two cases where this procedure is applied:
1. Summer programs **not specified** by a SCDE program office (i.e., not included as appendices in this document or otherwise issued standard program numbers by the agency) must be setup using 497 in the school number field.
2. Summer programs that **are specified** by the SCDE for specific reporting purposes must be set up using the program-specific number.

Application of extended program numbers:
1. The first 3 digits of the school number field define the specific program for reporting purposes.
2. The second 3 digits of the school number field may be used if a district requires SIS setup for multiple sites of the specific program.
3. Examples:
   a. If a district requires multiple sites for the Read to Succeed Summer Reading Camp, Site A could be 498001; site B could use 498002; and site C could use 498003; etc. Alternatively, all three sites could be configured within the single 498 school number.
   b. If a district requires multiple sites for summer programs not specified by the SCDE, High School A's (school number 001) summer school number could be 497001; High School B's (school number 107) could be 497107; etc. Alternatively, both sites could be configured within the single 497 school number.
   c. See chart below for additional examples.

Program Name	Program ID Number Prefix	Example Program Number to be used in a District
Summer School Program	497	497 or 497001 or 497107
CERDEP	499	499 or 499001 or 499002 or 499003
Read to Succeed	498	498 or 498005 or 498006 or 498010
Academic Recovery Camp	507	507001
Virtual/Remote Program	700-730	700 or 700005 or 703006

Program-Specific Information
School/Program Name: [Program Name] – [District Abbreviation/School Abbreviation] For Example: CERDEP – BES

School/Program Abbreviation: [Program Abbreviation] – [District/School Abbreviation]

School/Program Number: reference above

Note: To reiterate, districts may choose to have a single or multiple summer program numbers in the SIS.